



**STATE OF LOUISIANA  
EAST BATON ROUGE HOUSING AUTHORITY  
DIRECT DEPOSIT ENROLLMENT AUTHORIZATION  
MAIN BANK (PRIMARY ACCOUNT )**

|   |            |                            |
|---|------------|----------------------------|
| OWNER NUMBER  | OWNER NAME | OWNER EMAIL ADDRESS        |
| ACTION TYPE (✓ one)<br><input type="checkbox"/> NEW <input type="checkbox"/> CHANGE |            | OWNER SSN OR TAX ID NUMBER |

|   |
|---|
| <b><i>PRIMARY ACCOUNT INFORMATION</i></b> |
|---|

|   |  |
|---|--|
| FINANCIAL INSTITUTION NAME  | FINANCIAL INSTITUTION ROUTING (ABA) NUMBER <i>(Bank Key)</i>   |
| BANK ACCOUNT NUMBER   | ACCOUNT NAME * (Ex: Mr. and Mrs. John Doe, John or Jane Doe, John Doe)   |
| ACCOUNT TYPE (✓ one) <i>(Bank Control Key)</i><br><br><input type="checkbox"/> **CHECKING<br>(provide voided check or account verification )<br><br><input type="checkbox"/> **SAVINGS<br>(obtain account # & ABA # from financial institution) | **Account verification or completion of enrollment form by financial institution will assure the accuracy of account data:<br><br>Signature from institution: _____<br><br>Phone number: _____ |

**(Print full name)**

I \_\_\_\_\_ authorize and request the EBRP Housing Authority to Deposit my payment to the account at the financial institution I designated above. It is my responsibility to notify the EBRP Housing Authority, as appropriate, should any changes occur to account specified. Considering all above conditions are met, this authorization remains in full effect. However, I understand and acknowledge that I am responsible for any account information indicated on this form as well as any account information that I add or any changes that I make to my accounts.

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|           |      |  |
|-----------|------|--|
| Signature | Date | Phone number where you can be reached<br>between 8:00 am and 5:00 pm |
|-----------|------|--|

**Direct Deposit Form Instructions:**

You must complete the Primary Account Information Section. You can only select Checking or Savings not both per property. We will allow separate accounts if you have multiple owner accounts. However, you must complete a Direct Deposit form for each owner account. You can have the bank verify your banking information or send in a copy of a voided check or deposit slip (Savings). The forms should be addressed to the attention of Accounting Department. **EMAIL ADDRESS IS REQUIRED.**

Once your Direct Deposit has been set up, **you must notify the agency immediately if your banking information changes and complete a new form.** You will mark **Change** on the form. Even though you will be receiving payments via Direct Deposit, please notify your Housing Manager in writing if you have an address change. Please reference your Owner Number when contacting our agency because that information will be needed to answer any questions you may have concerning your account.

**We are excited about offering Direct Deposit to our owners. Your cooperation is the key to ensuring we are successful.**